

# Lynchburg Parking Authority

## Minutes

City Manager's Office  
900 Church Street  
Lynchburg, VA 24504

Monday, October 31, 2005  
7:30 a.m.

### Members Present

Dennis Howard, Chairman  
Michael Gillette, Vice Chairman  
Bert Dodson  
Tom Gerdy  
Linda Jones  
Terri Proffitt

### Members Absent

Kelvin Moore

### Staff Present

Kimball Payne  
Mary Jane Russell  
Lee Newland  
Brian Thrower

#### **1. Welcome and Introductions**

Mr. Payne called the meeting to order and welcomed members present. Members and staff introduced themselves.

#### **2. Opening Statements from Staff and Members**

Mr. Payne asked members and staff to give opening statements pertaining to their expectations for the Parking Authority.

#### **3. Election of Officers**

Mr. Payne asked for nominations to the positions of Chair, Vice-chair, and Secretary/Treasurer. Members elected the individuals below to the following positions: Dennis Howard, Chair, Michael Gillette, Vice-chair, and Brian Thrower, Secretary/Treasurer.

#### **4. Determination of Meeting Times and Places**

The next meeting will be held on Tuesday, November 8 at noon. The December 13 meeting will be held at noon as well. Lunch will be served at the November and December meetings. Members decided to hold 2006 meetings at 5:00 p.m. on the second Tuesday of each month in the City Manager's Office.

## **5. Clarification of Staff Roles**

Mr. Payne stated that Mr. Thrower would be the staff resource and point of contact for the Parking Authority. Other staff and departments will be involved as necessary.

## **6. Identification of Issues**

Members discussed the need to get information out to the public regarding the establishment of the Parking Authority, as well as its goals and membership. May want to consider putting information in The Source and circulating information via Lynch's Landing.

Primary issues identified during discussion include: 1) the need for research and background on the current parking situation, in terms of usage, where the greatest need for parking exists, and number of spaces needed per block, 2) individuals' dispositions towards walking great distances and parking close to their destinations, 3) need for streetscape elements to be incorporated into downtown fabric in order to alter individuals' perceptions of length of walk, 4) need to study on-street parking habits of downtown employees, 5) enforcement of on-street parking, 6) information on current decks such as number of spaces, occupancy rates, general usage, monthly rate structures, and maintenance issues, 7) latest technology in deck management for greatest efficiency, 8) financing issues – CIP vs. bond issuance, 9) research Winchester's funding strategy for building decks, 10) adjustment of current parking rates to cover debt service, 11) timeframe for building and opening decks – at least 2 years, 12) options to expand existing parking structures such as the Holiday Inn Select, 13) better signage for finding parking, and 14) changing general perception of lack of parking downtown.

Members expressed interest in hearing from downtown stakeholders such as owners of the Bank of the James building, owners of the Bank of America building, Genworth, Gary Case, and Rodney Taylor. The January or February 2006 meeting may be a good time to invite stakeholders.

## **7. Preliminary Goal Statements**

The Parking Authority was asked to develop preliminary goal statements. Goals identified include: 1) to understand the current parking situation, 2) to maximize parking efficiency, and 3) to plan for future parking needs in a cost effective manner.

## **8. Next Steps and Timetable**

Next steps identified include: 1) analyzing the current parking situation, 2) researching latest technology in deck management, 3) revising Parking Authority resolution, and 4) reviewing minutes of past meetings.

## **9. Adjourn**

The meeting was adjourned with no further business.